

## TRANSMITTAL # 1

### MEMORANDUM

March 26, 2002

**TO:** Workforce Development Council  
**FROM:** Roger B. Madsen, Director  
**SUBJECT:** Recertification of local *IdahoWorks* Boards

**ACTION REQUESTED:** None. Informational Only.

#### BACKGROUND:

As you will recall, one of the major features in the state's implementation of the Workforce Investment Act (WIA) in 1999 was the creation and certification of business-led local workforce investment boards, appointed by local elected officials. These boards have acted as "boards of directors" for local workforce investment efforts, focusing on strategic planning, policy development and oversight of the local system. WIA also requires that local boards be recertified by the Governor of each state every two years in accordance with criteria established in the Act and with state policy.

Guidelines for Recertification of local *IdahoWorks* Boards have been transmitted to the Chief Local Elected Official of each workforce investment area in the state under the signature of Chair McGee. The application package contains recertification criteria, submission instructions, and timelines for completion of the recertification process.

Applications for recertification of local *IdahoWorks* Boards are due no later than April 1, 2002. State staff will:

- (a) review these applications for compliance with statutory and regulatory requirements and state policy;
- (b) notify local board staff of any concerns regarding the adequacy of these documents;
- (c) allow opportunity for local areas to resolve any concerns identified; and,
- (d) bring recommendations regarding recertification to the next meeting of the Workforce Development Council.

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